

SOLID WASTE AGENCY OF LAKE COUNTY, IL
EXECUTIVE COMMITTEE
Thursday January 8, 2009 12:00 Noon
1311 N. Estes Street Gurnee, IL 60031

1. CALL TO ORDER.....Chairman Street
2. ROLL CALLSecretary
3. APPROVAL OF MINUTES
December 11, 2008
4. NEW AGENDA ITEMS
5. PUBLIC COMMENT ON AGENDA ITEMS
6. EXECUTIVE COMMITTEE ITEMS.....Chairman Street

Interviews

Action Items

1. Planning Consultant Recommendation
7. COMMITTEE MATTERS
8. EXECUTIVE SESSION – if needed
9. ADJOURNMENT

MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, ILLINOIS EXECUTIVE COMMITTEE THURSDAY DECEMBER 11, 2008 1311 N. ESTES STREET, GURNEE, IL 60031

MEMBER ATTENDING: Mike Flynn, Ted Mueller, Glenn Ryback, John Norris, Kent Street, Highland Park (Steve Mandel). Staff: Walter Willis, Executive Director; Peter Adrian, Recycling coordinator; Merleanne Rampale, Public Information Officer; Barbara Amadei, Secretary; Larry Clark, General Counsel.

CALL TO ORDER

Chairman Street called the meeting to order at 12:04 p.m. with six members present.

APPROVAL OF MINUTES

Motion by Ryback, seconded by Norris to approve the minutes of October 9, 2008. Motion was approved.

NEW AGENDA ITEMS

None.

PUBLIC COMMENT

None.

EXECUTIVE COMMITTEE ITEMS

Consent

1. Motion by Ryback, seconded by Mueller to approve the Expenditure Report for \$295,165.15. Motion was approved on a roll call of 6 to 0.

Action

1. Planning Consultant Request for Qualifications (RFQ)

Mr. Willis explained that he set the budget for the planning consultant and the consultant is expected to develop a scope of work they believe will best address our data needs for the plan update. He is recommending that the RFQ be sent to Camp Dresser and McKee (CDM), Golder Associates, HDR and Shaw Environmental and be included on our website. The RFQ will be emailed to each of the four firms December 12, 2008. Statements of Qualifications will be due

back on January 6, 2008. The interviews will be held January 8 with the Executive Committee in place of the regularly scheduled January Executive meeting. A recommendation would then be made by the Executive Committee to the Board of Directors for action during the January Board meeting.

It was noted that Shaw Environmental is Mr. Willis' previous employer. Mr. Willis explained that he is no longer working for them and there is no conflict of interest.

Motion by Mueller, seconded by Highland Park to authorize the RFQ to be issued to hire a planning consultant to assist with the preparation of the 2009 Plan Update. Motion was approved.

2. 2009 Legislative Policy

The Legislation Committee met on December 3rd to review the legislative policy. Mr. Norris reviewed the changes and re-prioritizing. The federal level policy has remained consistent with previous years. The state level policy now includes promoting legislation to remove barriers to the composting of food scraps and the recycling of general construction or demolition debris. The state level priorities have been adjusted. Mr. Norris explained that an important issue will be to start discussing increasing the local surcharge. It hasn't been increased, on the local level, in approximately 20 years and with the members recycling much of their waste, the revenue to SWALCO is decreasing.

The Legislative Committee also passed a motion instructing Mr. Willis to initiate discussions with Kip Kolkmeier regarding expanding his duties to include actively attempting to enact legislation as opposed to monitoring legislation. Expanding Mr. Kolkmeier's duties will have cost implications.

It was suggested that SWALCO staff look into any Grants that would assist SWALCO.

Mr. Willis stated that we need the surcharge to be increased or we need to eliminate or limit the waste types that qualify as exempt from the local surcharge.

Construction and demolition debris recycling facilities should also be addressed this legislative session. Mr. Willis believes the siting barrier should be reduced. Local zoning would still be applicable, and a C&D facility would need to get a state permit. C&D recycling will also reduce the amount of waste going to a landfill, which in turn will reduce the revenue going to SWALCO. Increasing the surcharge fee would help increase the revenue to SWALCO.

SWALCO could develop a set of guidelines for anyone wanting to site a transfer station. SWALCO could develop a set of standards, that would be included in the plan update, that are fairly rigid which cover the need for a host agreement and consideration of neighboring communities. Adjoining municipalities should have greater input.

Chairman Street stated that in the past we looked at the siting of transfer stations on a

case-by-case basis. He asked if this system will continue if we include transfer stations in the plan. Mr. Willis stated that we need to be responsible for how transfer stations will operate.

Regarding food scrap composting, Mr. Willis stated that the IEPA has permitted facilities to accept organics, which is beyond landscape waste but only for facilities that will accept their own waste. If you take third party material you become a pollution control facility. Food scraps are municipal waste and cannot be taken outside the generation point without siting and a state permit. There is a agricultural component in a proposed bill right now, for these facilities to take ag waste, animal waste and compost them as well. Mr. Willis would like to see these facilities exempt from local siting if they take food scraps. He will monitor the current Bill which puts a limit on how much ag waste they can take in.

The committee questioned whether these facilities smell. Mr. Adrian stated that he has toured a facility in San Francisco and it did not smell. Mr. Willis would like the food scrap, which is high in moisture and increases methane generation, diverted from the landfills, and composted instead.

The Committee supported this issue, but wants to have a good infrastructure for it, if an odor problem occurs. The Committee also agreed that capturing more methane gas should be a priority.

Motion by Highland Park, seconded by Norris to approve the Legislative Policy for 2009 subject to comments and discussion held during this item. Motion was approved.

3. Capital Replacement Fund

Mr. Willis explained that SWALCO should have a separate capital replacement fund. He advocates that we set aside the \$50,000 for 2007, \$50,000 for 2008 and \$20,000 for 2009 that were budgeted. The Finance Committee recommended that the replacement fund should total \$500,000. Mr. Willis thinks this amount is excessive. Mr. Willis and Mr. Nelson put together a table of the major items that would need to be replaced should they end up in disrepair. Mr. Willis suggests that a total of \$120,000 be placed in the fund and then review it annually.

Motion by Highland Park, seconded by Ryback to follow the recommendation of the Executive Director.

Mr. Norris and Mr. Flynn stated that they thought we should have \$200,000 to \$250,000 to be able to replace your more costly item in one year and have a reserve.

Chairman Street stated that the intention would be to start with the \$120,000, but review it annually and by the time we get to the life expectancy we will have enough to cover the cost with a reserve.

Motion was approved unanimously.

4. Reallocate Budget

Motion by Ryback, seconded by Norris to approve the reallocation of the budget to transfer \$7500 from the Misc. Contingency account to salaries. Motion was approved unanimously 5 to 0.

5. Kip Kolkmeier Contract Addendum

Mr. Willis explained that our previous contract with Mr. Kolkmeier is for monitoring legislation. He recommends that the Executive Committee approve this contract for Mr. Kolkmeier which would authorize him to actively attempt to enact legislation. The Legislative Committee is recommending that SWALCO attempt to have legislation passed to amend the surcharge law to increase the amount of money collected by units of local government for use on environmental initiatives; to remove barriers to the development of construction/demolition debris recycling facilities in Lake County; and remove barriers to the composting of food scraps in Lake County. This contract addendum will be for the fixed fee of \$15,000.

Mr. Norris stated that if even one of these pieces of legislation passes, it will help with a revenue source for SWALCO.

The Committee agreed that the surcharge increase would be the most important legislation to get passed.

Motion by Norris, seconded by Flynn to approve the addendum for Mr. Kolkmeier to authorize him to actively attempt to enact legislation. Motion was approved.

6. Countryside Landfill Gas Management Consultant

Mr. Willis reported that the odor issue at Countryside has become worse. The Village of Grayslake asked us to look at the odor issue using engineers. Lake County, SWALCO and Grayslake have agreed to split the cost of a proposal from Shaw Environmental (\$5000 each). They will go in and look at the current system and assess its effectiveness.

Mr. Mandel questioned the way we did the self audits and asked if this could be part of the problem and if we should change the audits next year.

Mr. Willis stated that he will look into that issue, but he felt the self-audit worked well. It was other issues that caused the odors. There was a lot of rain and standing water early in the year.

Motion by Highland Park, seconded by Ryback to approve a joint contract with the County and Grayslake to hire a consultant to review the odor problem at Countryside Landfill at a cost not to exceed \$5,000 per unit of local government.

Mr. Norris wanted it stated how Shaw Environmental, Mr. Willis' previous employer,

was chosen for this job. Mr. Willis recommended Shaw Environmental, who contacted Barry Burton, County Administrator and Mike Ellis, Grayslake Village Manager to discuss the Countryside Landfill problem. Mr. Willis stated that Shaw had been working with the Illinois Attorney General to solve the Hillside gas problem. They have expertise on landfill gas. Mr. Willis has no financial interest in Shaw.

The result of this study will give us a better understanding of what is going on and what way is the best approach to fix this problem and to not have it happen again.

Mr. Flynn stated that the landfills need to collect more of the methane gas. It should be 100% reuse of methane collection.

Mr. Mandel stated that methane gas collection should be mandated in our Plan Update.

Motion was unanimously approved.

Information Item

1. November HCW Collection Results

There were no questions.

2. 4th Quarter 2008 Per Ton Payment Update

Mr. Adrian reviewed his item. He stated that members participating in the Per Ton Payment program will receive \$4.50 for each ton of recycling.

3. Project and Program Updates

1) no discussion

2) Mr. Willis is continuing to work with Mr. Burton regarding the landfill surcharge account being transferred to SWALCO. Also, the County will work with us to pass a resolution regarding the Townships and the County getting reimbursed for the O&M Fee. Mr. Willis will attend the Lake County Public Works Committee meeting in January.

3) Larry Clark and Walter will discuss the Veolia host agreement after this meeting. It will hopefully be concluded in a couple months.

4) Waste Management is busy with the odor issues, but hopefully we will hear back from them on the draft that was given them.

6) Riverwoods is establishing a public drop off for fluorescent lamps at the Village Hall.

7) SWALCO and Waste management continue to make progress on the flyer regarding the rules of residential curbside recycling.

8) the Plastic Bag Recycling Task Force met in November and is making progress on establishing the pilot program at retailers in Lake County with 10,000 sq. feet or more. SWALCO is developing program guidelines.

9) Pete and Walter met with RecycleBank to learn more about the program. Mayor Kovarik, Gurnee is interested in this program.

5) Mr. Willis has not yet met with Mayor Hyde, Waukegan. Steve Mandel explained to the Committee that he called Mayor Hyde earlier in the day. He explained that all the municipalities in the County are working together toward better recycling, better traffic controls, better lakefront management. Mr. Mandel told Mayor Hyde that SWALCO just saved Highland Park 30%-40% on its commercial franchising contract; we are looking at transfer stations; waste-to energy; which are all possibilities for economic development in Waukegan.

Mayor Hyde stated that he would need to be able to understand the benefits to Waukegan. Mr. Mandel stated that Waukegan needs to work with all the municipalities, just like they are working with Waukegan on such issues as the lakefront. Mr. Mandel explained that SWALCO needs Mayor Hyde to be on board with wanting to be on SWALCO. He stated that Mayor Hyde sounded very positive about wanting to continue to be on SWALCO.

Mr. Mandel encouraged the other members' mayors to schedule a meeting with Mayor Hyde to discuss this issue and explain how important it is for Waukegan to stay in SWALCO and to work together with all the municipalities.

Mr. Willis asked for direction in regards to Waukegan.

The Committee agreed that some of the members of SWALCO should contact Mayor Hyde and talk about how helpful SWALCO is to all the members and how SWALCO can be helpful to Waukegan. Mr. Willis will ask some of the Mayors to send letters or meet with Mayor Hyde. Especially the adjacent towns to Waukegan and area legislators.

Motion by Highland Park, seconded by Norris to go into executive session to approve executive session minutes. Motion was approved.

Discussion

Motion by Highland Park, seconded by Norris to come out of executive session. Motion was approved.

Motion by Highland Park, seconded by Ryback to approve and release the executive session minutes of July 17, 2008 and October 8, 2008. Motion was approved unanimously.

ADJOURNMENT

Motion by Highland Park, seconded by Norris to adjourn. Motion was approved.

MINUTES

SOLID WASTE AGENCY OF LAKE COUNTY, ILLINOIS

EXECUTIVE COMMITTEE

THURSDAY DECEMBER 11, 2008

1311 N. ESTES STREET, GURNEE, IL 60031

EXECUTIVE SESSION

MEMBER ATTENDING: Mike Flynn, Glenn Ryback, John Norris, Kent Street, Highland Park (Steve Mandel). Staff: Walter Willis, Executive Director; Barbara Amadei, Secretary; Larry Clark, General Counsel.

Motion by Highland Park, seconded by Norris to go into executive session citing 5ILCS 120/2(c)(3) to approve executive session minutes. Motion was approved.

Minutes of July 17, 2008

Minutes of October 8, 2008

The Committee reviewed the minutes.

Motion by Highland Park, seconded by Norris to come out of executive session. Motion was approved.²¹

SOLID WASTE AGENCY OF LAKE COUNTY, (SWALCO)
EXECUTIVE COMMITTEE

DATE: 12-11-08

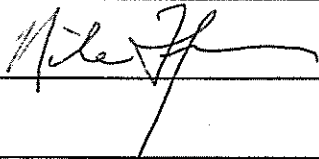


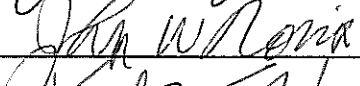
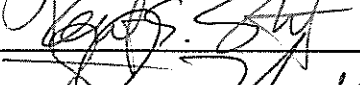
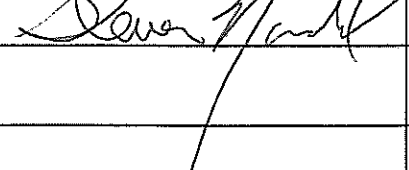
VOTING RECORD

NAMES	ATTENDANCE	<i>exp report 295,165.15</i>		<i>Budget Reallocation \$7500</i>		<i>on kip Kolkman address \$15000</i>		<i>\$5,000 Shaw anc. study</i>	
		A	N	A	N	A	N	A	N
FLYNN	✓	✓		✓		✓		✓	
ELLIS									
MUELLER	✓	✓							
NORRIS	✓	✓		✓		✓		✓	
RYBACK	✓	✓		✓		✓		✓	
STREET	✓	✓		✓		✓		✓	
HIGHLAND PARK	✓	✓		✓		✓		✓	
LAKE COUNTY									
TOTAL		6	0	6	0	6	0	6	0

for Wm

SOLID WASTE AGENCY OF LAKE COUNTY (SWALCO)
EXECUTIVE COMMITTEE

COMMUNITY REPRESENTATIVE TITLE

FLYNN		ASSISTANT VILLAGE ADMINISTRATOR
ELLIS		VILLAGE MANAGER
MUELLER		MAYOR - Hainesville
RYBACK		MAYOR
NORRIS		TRUSTEE
STREET		VILLAGE ADMINISTRATOR
CITY OF HIGHLAND PARK		Councilman
LAKE COUNTY		

DATE: 12-11-08

SIGN-IN SHEET

PUBLIC SIGN-IN SHEET

Name _____

Address

Representing

David Ball

2230 C. H. H. K. 10/10/10

Julia

Date _____

12-11-08

A – 1. Planning Consultant Recommendation

ISSUE: After conducting interviews with the proposed planning consultants, recommend selection of one company to the SWALCO Board of Directors for action at its meeting on January 22, 2009.

RECOMMENDATION: To be made after conducting the interviews.

TIMING: Routine

BACKGROUND: SWALCO's 2009 budget includes money to hire a planning consultant to assist with preparation of the 2009 Plan Update. The consultant's role will be focused on the waste generation and management component of the Plan Update.

The RFQ was issued on December 12, 2008 and Statements of Qualifications are due on January 6, 2009. Electronic versions of each consultant's SOQ will be sent to the Executive Committee on the afternoon of January 6th. On the morning of January 7th I will send you an email with my list of recommended consultants to bring in for interviews. The initial plan is to interview two consultants, but if necessary, up to three consultants will be interviewed.

Each interview will be limited to 30 minutes. The attached handout will be used to score each consultant (Criteria and Scoring Form). I have also developed a handout that outlines the interview format and the questions that each consultant will be asked during the interview.

After the interviews are concluded we will deliberate and recommend a consultant for consideration by the Board of Directors.

ENCLOSED DOCUMENTS: 1) Consultant Selection – Criteria and Scoring Form, and 2) Consultant Selection – Interview Format and List of Questions

STAFF: Walter S. Willis, Executive Director

SWALCO
2009 Plan Update
Consultant Selection - Criteria and Scoring Form

Interviews Conducted January 8, 2009

For each of the criterion listed below please rank the consultant on a scale of 1 to 5 (1 = poor, 5 = excellent). Tabulate your final score and sign the form.

Name of Consultant Interviewed: _____

Selection Criteria	Score (1 to 5)
1. Overall quality of the Statement of Qualifications	
2. Consultant's overall solid waste planning experience	
3. Consultant's solid waste planning experience in Illinois	
4. Consultant's specialized experience preparing waste generation and management studies (Needs Assessments)	
5. Experience of project team members present at the interview	
6. Consultant's understanding of the project	
7. Project approach recommended by consultant, does it address SWALCO's expected deliverables	
8. Responsiveness to the questions asked at the interview	
9. Overall quality of the consultant's presentation at the interview	
Total Score	

Signature: _____

SWALCO
2009 Plan Update
Consultant Selection – Interview Format and List of Questions

- I. Introductions and interview guidelines (Walter Willis, 1 minute)
- II. Consultant's presentation (10 minutes)
- III. Interview questions (15 minutes)
 - a. Who is the project manager and please detail this person's experience managing similar projects?
 - b. Have you completed similar studies in Illinois, and if yes, please provide a quick overview of a couple of the projects.
 - c. What skill sets and knowledge do you have of waste generation data in Illinois that will benefit SWALCO during this project?
 - d. In your opinion, why is good data important to solid waste planning and program evaluation?
 - e. Do you understand the 8 deliverables associated with this project? What differentiates your approach and expertise from your competitors?
 - f. What are the major impediments you expect to face during this project and how will you overcome them?
- IV. Final statement by consultant (4 minutes)